

CWU GEAR UP Partnership

Administrator Effort Report Document

Administrator Name:	_____
Month:	_____
School:	_____
School District:	_____

Total hours devoted to GEAR UP objectives and activities (from table): _____

I certify that the above time is a good faith estimate that accurately reflects the hours devoted to GEAR UP objectives and activities this reporting period.

_____	_____
Administrator Signature	Date

GEAR UP Goal:

To increase significantly the number of **students prepared to enter and succeed in postsecondary education**.

OBJECTIVE 1:

Improve and accelerate the academic achievement of GEAR UP *students*.

OBJECTIVE 2:

Students, teachers and *parents* will have **higher expectations for students' postsecondary attendance, and will know the associated costs, financial aid, programs and admission requirements** of various types of postsecondary institutions.

OBJECTIVE 3:

Teachers will 1) have **enhanced skills** to help students improve and accelerate learning and 2) actively **support the preparation of GEAR UP students** for postsecondary opportunities.

Please estimate the total amount of time you spent contributing to the GEAR UP program, including these and other tasks:

- E-mail**
- Phone calls**
- Meet with GEAR UP staff**
- Meet with district staff**
- Meet with student**
- Meet with parent**
- Advisory Board meeting, preparation and travel**
- Identify community resources**
- Observe program**

Note: This record will be kept on file at CWU and serve as program verification for your work on GEAR UP for the reporting period.

Administrator Effort Report Table

The following table is to document time devoted to GEAR. At the end of the reporting period, please transfer your total hours to the front page, then sign and submit to your GEAR UP Site Director at the end of each month.

Preparation and Participation Time	
Reporting Period	Hours
Week 1	
Week 2	
Week 3	
Week 4	
Week 4+	
Total:	

Optional Worksheet (in lieu of notations in plan book) for documenting hours

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3							
Week 4							
Week 4+							